

CONSULTANT SERVICES REQUEST FOR SOQ/RFP

Note: The following is intended only as an example of a format that may be used to issue SOQ/RFPs for consultant services. LPAs should consider the content of their SOQ/RFPs very carefully before they are issued. In particular, local officials should exercise care in drafting the factors to be used in evaluating qualifications to assure that they are both complete and appropriate for your project. See also Exhibit 4-3, which is an example format used to advertise the availability of a Consultant Services request for SOQ/RFP.

The (name of LPA) has received notice from the Montana Department of Transportation (MDT) to develop a federal-aid Community Transportation Enhancement Program (CTEP) project titled (MDT Project Name).

The (name of LPA) is Requesting Statement of Qualifications and Proposals from firms interested in performing a (explanation of scope of work to be preformed). The work performed on a CTEP project must comply with all applicable requirements under the MDT's CTEP. The project is generally described as (description of project including purpose, location, schedule, and present status).

The Scope of Work and Technical Requirements of services to be provided include:

(Insert the Scope of work and/or Technical Services the LPA expects to be preformed by the Consultant. An example is listed below)

- Design of a Bicycle and Pedestrian Path along US 2 from mile marker 45 to 50.
- The Consultant selected will design, conduct a preliminary environmental analysis, assist with contract letting, and perform all construction oversight activities.

Legal Compliance:

Consultant performing work under the proposed contract will be subject to the Governmental Code of Fair Practices, Title 49, Chapter 3, MCA [Non-Discrimination in Hiring]; and Title 49, Parts 21 [Non-Discrimination in Federal Programs] & 23 [Participation Assurances for Disadvantaged Businesses] CFR Assurances (Titles VI).

In accordance with Section 207 of the Governmental Code of Fair Practices, Title 49, Chapter 3, MCA, the Consultant will assure that hiring of persons who will perform work on the Contract after award and prior to completion will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin by the persons performing the Contract.

With regard to the work performed after award and prior to completion of the contract work, the Consultant will not discriminate on the grounds or race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Title 49 Code of Federal Regulation, Part 21, including employment practices, when the agreement covers a program set forth in Appendix A of the regulations.



Disadvantaged Business Enterprise (DBE) Goals:

Consultant DBE goals have been established for this project. A current list of MDT certified consultants is available for your use. Each firm that is invited to submit a proposal will be required to address this issue.

In accordance with our DBE goal setting procedures for the CTEP, the following DBE goals have been set for this request:

GOAL: ____._ %

The percentage listed relates to a percentage of the overall contract amount. Your proposal must clearly identify:

- a) The DBE firm who will perform the work.
- b) The specific work to be performed by the DBE.

Completing the attached forms may do this.

Method of Payment:

The method of payment that will be considered for these contracted services are (1) cost plus a fixed fee for profit or 2) fixed price. The fee for these contracted services will be paid, in part, with CTEP funds.

Federal Acquisition Regulations:

Be advised that an overhead rate for the current fiscal year audited in accordance with the Federal Acquisition Regulations may be required for the contract.

SOQ/Proposal Submittal and Content:

Five copies of your qualifications must be submitted to (name of LPA official and title), (Address), (Town), Montana, (zip) by (time, date, year), and your submittal must include:

SAMPLE FORMAT FOR RFP/SOQ

In response to the initial Request for Proposal and Statement of Qualifications, the consultant's proposal will follow the outline below and provide the following information:

- I. Describe the specific service the firm would provide. (Maximum of two pages)
- II. Provide qualifications of the project team and technical personnel assigned to work on project.
 - A. Provide an organization chart depicting the personnel to be used on this project, their area of expertise, registration, special training, chain of command, office location(s). Identify how much of each person's time will be spent on the project. (If personnel from more than one office are to be utilized indicate which office.) (Maximum of two pages)



- B. Provide résumés of above personnel, including specific related project experience; identify when applicable experience for each person was obtained. (Put in Appendix A).
- C. Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors, drilling, aerial photography, labs, etc. (Maximum two pages)
- D. Discuss physical plant and in-house facilities (i.e. computers, lab, etc.). (One page)
- III. Provide a brief (but specific) outline of firm's previous (highway, bridge, EIS, interchange, enhancement, etc.) projects and other projects relating to the specific project RFP, and any special abilities or experience suiting the firm for work on the particular project. Identify the time frame (beginning and completion dates) in which projects were completed and experience gained. (Maximum of four pages)
- IV. Describe how the firm proposes to perform the project as defined in the scope of work. Demonstrate the firm's competence to do the work with available manpower and resources taking into account present and projected workload. (Maximum of two pages)
- V. List as references all of the firm's clients from the past three years for projects that deal with similar work as proposed. (Put in Appendix B)
 - A. Include client name, contact person, phone number.
 - B. Give range of contract value.

Evaluation of SOQ Submittals:

All submittals will be evaluated in accordance with the following factors:

(Note: The evaluation factors listed below are only examples. Local officials should include those factors that they believe are appropriate to the work tasks to be involved, with relative weights for each according to their priority.)

- a. 5% - Location:

This criterion may be assigned 0 to 5 percent weight depending upon necessity of firms' geographical locations and/or job expertise requirements. LPA will determine proper weight to this category for each project.

- b. 30% - Quality of Firm and Personnel:
 - (1) Related experience on similar projects.
 - (2) Qualifications, experience and training of staff to be assigned to project.



- c. 35% - Capability and Capacity of Firm:
 - (1) Ability to meet all technical requirements.
 - (2) Capability of firm to meet project time requirements.
 - (3) Capability to respond to project and LPA and MDT requirements.
 - (4) Compatibility of systems, equipment (i.e., CADD and public visualization capabilities).
- d. 30% - Record of Past Performance of Firm in Previous Projects.
Rating on the past performance will be done by the LPA.
 - (1) Measure of previous record with the LPA will be based on the in-house documentation of quality of work, on-schedule performance, cost performance, and cooperation with the LPA Engineer and staff.
 - (2) A limited or no previous record with the LPA will require reference checks. LPA will devise an equitable measure for this rating criterion.

Evaluation of Proposal Submittals:

All submittals will be evaluated in accordance with the following factors:

(Note: The evaluation factors listed below are only examples. Local officials should include those factors that they believe are appropriate to the work tasks to be involved, with relative weights for each according to their priority.)

Understanding and quality of response to Request for Proposal for consultant (architectural, or engineering, or surveying) contracts: 100%.

- a. Ability of consultant to identify project-specific issues. (25%)
- b. Ability of consultant to communicate firm's proposed approach to specific project issues. (25%)
- c. Clarity of consultant's response and understanding of LPA and MDT's project requirements. (25%)
- d. Organization of consultant's work plan. (25%)
- e. If necessary, other pertinent factors may be considered and weights adjusted accordingly.

General:

Please state "(MDT Project Name and STPE Number)" on the outside of the response package.

Following the review and evaluation of all SOQ submittals, the list of interested firms will be narrowed to an appropriate short list. Those selected will then be reviewed for their



submitted proposals (RFP). An interview may also be requested to aid us in our selection of a consultant.

The award will be made to the qualified proposer whose proposal is deemed most advantageous to the (Name of LPA), all factors considered. Unsuccessful proposers will be notified in writing as soon as possible.

Respondents may review the CTEP application which includes a description of the proposed project including scope of work, location, schedule, and other pertinent information by visiting the (Name of LPA), offices during regular office hours.

This solicitation is being offered in accordance with federal and state requirements governing procurement of consultant services. Accordingly, the (Name of LPA Governing Body) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

If you have any questions please contact (Name and Title of Contact Person) at (phone number), (Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.).

